

Administration

Employee
Responsibilities

Information
Practices

POLICY:

.01a The Laboratory is custodian of two types of information: administrative information owned by the University of California and technical and scientific information owned by the Department of Energy (DOE). Disclosure and protection of such information are governed by applicable federal and state laws as described in the following paragraphs.

Administrative Information

.01b The Laboratory safeguards or discloses administrative information, including personal information about its employees, according to the provisions of the California Information Practices Act (CIPA), the California Public Records Act (CPRA), and the Federal Privacy Act. Questions about administrative information practices policy and procedure should be directed to the Communications and Records Management Division (CRM-DO). *See also* [AM 708](#).

**Technical and Scientific
Information**

.01c The Laboratory, through the Classification Group (OS-6), safeguards or discloses technical and scientific information as directed by its prime contractor, the DOE. As an agency of the federal government, the DOE is required by the Freedom of Information Act (FOIA) to provide information not excluded from provisions of the act to the public upon request. Questions about technical and scientific information practices policy and procedure should be directed to the OS-6 Group Leader. *See also* [AM 708](#).

.02 Deleted.

Personal Information

.03 Personal information is any information about an individual that is contained in a Laboratory record and that is neither nonpersonal nor public as required by law. Examples include, but are not limited to, preemployment education and training, outside employment history, medical history, employee benefits contributions and pension data, attendance, and employment history including performance appraisals and corrective or disciplinary actions.

Information Practices

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| Laboratory Record | .04 | A Laboratory record is a file or other grouping of information owned by, or in the custody of the Laboratory about an individual from which information is retrieved by the individual's name or some other identifying particular assigned to the individual. |
| Nonpersonal Information | .05 | Nonpersonal information is information consisting only of names, Laboratory addresses and telephone numbers and other limited factual data that, if released, could not in any reasonable way reflect or convey anything detrimental or otherwise adversely affect the individual. |
| CALIFORNIA INFORMATION PRACTICES ACT: | .06 | Laboratory administrative, personnel, fiscal, patents, publications, medical, safety, security, and law records are owned by the University of California, an agency of the State of California, and are subject, as a matter of University policy, to the provisions of the California Information Practices Act. |
| FEDERAL PRIVACY ACT: | .07 | <p>The following are records in the custody of the Laboratory, but owned by the United States, and are subject to the provisions of the Federal Privacy Act:</p> <ul style="list-style-type: none">Personnel radiation exposure records,Employee and visitor access control records,Government motor vehicle operator records,Occupational and industrial accident records,Personnel Assurance Program records,Personnel medical records-DOE employees or employees of other contractors, andSelf-contained breathing apparatus acceptability on DOE employees. |
| | .08 | Personnel Security Questionnaires are retained by DOE, not by the Laboratory. The individual is responsible for retaining a copy for future reference. |

Information Practices

- RESPONSIBILITIES:**
- .09 Each employee having access to personal information contained in a Laboratory record is under a duty not to disclose such information to others, unless:
- The disclosure is to another Laboratory employee having a need to know such information to perform assigned duties or
- The disclosure is authorized by CRM-DO.
- .10 Each employee is under a duty not to acquire or make a record of personal information of another individual unless such information is necessary to the conduct of Laboratory business.
- DISPOSAL OF RECORDS:**
- .11 Each employee is under a duty to dispose of records in his or her custody containing personal information that is no longer necessary to the conduct of Laboratory business.
- .12 Records containing personal information and identified for disposal should be disposed of only in accordance with instructions from CRM-DO.
- NONPERSONAL INFORMATION CONTROL:**
- .13 Although not enjoying the same degree of legal protection as personal information, nonpersonal information should be accorded similar controls on release and dissemination, particularly in doubtful or borderline cases. Contact CRM-DO for guidance on release of nonpersonal information.
- REQUESTS FOR PERSONAL INFORMATION:**
- .14a All requests to inspect and/or make copies of personal information must be referred to CRM-DO.
- California Public Records Act**
- .14b The Laboratory administrative and fiscal records are owned by the University of California, an agency of the State of California, and are subject, as a matter of University policy, to the provisions of the California Public Records Act (CPRA).
- .15 Deleted. See [AM 708](#).
- FREEDOM OF**
- .16 FOIA requires government agencies, including

Information Practices

INFORMATION ACT (FOIA):		DOE, to make available to the public, upon request, information in their possession and control unless that information falls within an exempt category. <i>Contact OS-6 or see the Laboratory Security/Safeguards Policies and Procedures Manual.</i>
DOE Responsibilities	.17	Only DOE may respond to FOIA requests for Laboratory information. The Laboratory is not a government agency and does not respond directly. Upon receiving a FOIA request, DOE must respond to the requester within ten days.
Employee Responsibilities	.18	Any request for information that invokes FOIA must be forwarded to the OS-6 Group Leader for transmittal to DOE. The employee then provides information as directed by DOE or OS-6.
OS-6 Responsibilities	.19	OS-6 sends FOIA requests to DOE and ensures that requested information is provided promptly so that DOE can meet the time constraints specified by law. The OS-6 Group Leader serves as an interface between DOE and the Laboratory on matters related to FOIA.
FEES:	.20	Fees for copies of documents made in response to CIPA and/or PRA requests are to be charged at \$0.10 per page (side) for documents of 100 pages or more. No charge is made for documents of fewer than 100 pages. Fees shall exclude the cost of any search for and review of the record. Checks are to be made payable to the University of California and sent to the General Accounting Group (FIN-1).
DISCIPLINE:	.21	Failure to comply with provisions regulating administrative and technical and scientific information practices may result in disciplinary action, up to and including termination.